

IDVA Employment Process

The Indiana Department of Veterans Affairs Employment Department (IDVA) consists of state employees and state contractors. The employment specialists are disbursed across regions throughout the state.

1. Each employment specialist works one on one with you to assist with the employment process.
 - The specialist assigned to you will assess and evaluate your past employment experiences, hard and soft employment skills, education, professional interests, and career goals.
 - Your specialist works with the IDVA Care Department, assessing for the need of referrals to the Military Family Relief Fund.
 - The specialist will review your current resume, and make recommendations for changes, if needed. It is your responsibility to have a working resume that the specialist can review.
 - i. If you do not have a current working resume, the specialist will provide a resume template for you to fill in their employment information.
 - The specialist can, and will, assist with interview skills/practice and job search assistance.
 - i. It is your responsibility to apply for positions; whether this be positions sent by the specialist, or positions found by yourself.
 - ii. If you apply for a position that was not sent to you by your specialist, please convey the company's information to your specialist. They will make contact with the company's HR, and build a relationship with them, if one does not already exist.
 - iii. The specialist will assist with employment applications on a case by case basis.
 - Once connected with employment, your employment specialist will conduct a 30, 60, 90, 120 day follow-ups with both the applicant and company to assess if your position is fitting to your needs, or if you are having any issues.
2. IDVA has partnerships with many employers who are interested in building veteran employment pipelines through our Veteran Opportunity Partnership (VOP) program.
 - Veteran Opportunity Partners and lists of available employment opportunities may be found here:
<http://www.in.gov/dva/veteranjobs.htm>
3. Community engagement is also utilized in the form of other organizational and agency partnership events.
 - The veteran Employment Team networks with other various organizations who work with veterans seeking employment, and team up in partnership to tackle the issue of state veteran unemployment.
4. The IDVA is supportive of veteran entrepreneurship, and demonstrates this through a partnership with the Small Business Administration (SBA) to educate veterans on state and federal benefits for small business start-up.